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**MEETING MINUTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE  
JUNE 16, 2004**

**Meeting Date, Time & Place:** June 16, 2004, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

**Members Present:** Al Lukes, Brittni Alm, Carol Olson, Cathi Christopherson, Dave Massey, Dr. David Gipp, Dr. Donna Thigpen, Jim Dahlen (via phone), Leo Cummings, Lisa Ringstad, Max Laird, Rosella Grant, Sharon Buhr, John Pohlman, and Jim Hirsch.

**Members Absent:** Gloria Maragos and Wayne Kutzer.

**Guests Present:** Bonnie Palacek, Cheryl McDowall, Dale Patrick, Deb Schiefelbein, Doug Herzog, Helen Funk, Jim Wells, Melanie Heitkamp, Randi Roerick, Roxanne Bossert, Ruth Lacher, and Jill Splonskowski.

**Opening Remarks & Introductions:** The Chair, Al Lukes provided a welcome to everyone.

**Administrative Announcements:** None.

**Approval of Agenda:** Al Lukes asks for approval of the agenda.

**Motion: Cathi Christopherson made a motion to approve the agenda. Sharon Buhr seconded the motion. Motion carried.**

**Approval of Minutes:** Al Lukes asks for approval of the April 7, 2004, minutes.

**Motion: Dave Massey moved for approval of the April 7, 2004, minutes. Leo Cummings seconded the motion. Motion carried.**

## **Chair's Report**

### Administrative, PDAT, & Disability Budgets

Jim Hirsch stated that the budgets are based on a biennium system. The budgets look to be in good shape. The Disability budget has not been approved to date. Some PDAT events have recently taken place within the Commission ~ most recently being a Cross-Stream Training Event held in Bismarck, North Dakota on June 8-10, 2004.

### Executive Committee Charter

Al Lukes introduced to members an Executive Committee Charter. The purpose of the Charter is to expand on the language contained in the By-laws and to explain the expectations and duties of the Commission.

Al Lukes then asked for a motion to approve the Executive Committee Charter.

**Motion: Rosella Grant made a motion to accept the Executive Committee Charter. Cathi Christopherson seconded the motion. Motion carried.**

### 2004 ASC Conference

Jim Hirsch mentioned that Wayne Kutzer and Cheryl McDowall both attended the conference in June 2004 in Kansas City, Missouri.

Cheryl McDowall mentioned that the conference was well-organized and informative ~ specifically the use of PDAT funds for programs in different states.

## **AmeriCorps Sub-grantee Report**

### Youthworks

Cheryl McDowall told members that Youthworks has expended \$28,000 of their contract to date. They currently have 8 AmeriCorps members at 675 hours. A program administered through Youthworks called "Street Outreach" serves about 10 students. The average age of AmeriCorps members serving these individuals is of college age. Some of the members have fallen behind in their hours recently ~ mainly due to the fact that volunteers are in college. As of April 2004, Youthworks had over 1120 activity contracts, and a site monitoring visit was recently conducted by the Commission.

### Cooperstown Community Activities Authority

Cooperstown sponsors an after-school program and homework assistance to 5 rural schools. The site visit in May 2004 showed the need to update employee files which currently is being corrected. One hundred percent (100%) of students enrolled in their after-school program have maintained passing grades. The Learning Center's members have completed a total of 4,931.50 hours as of April 30, 2004.

After some group discussion regarding AmeriCorps/Vista/TANF issues, Jim Hirsch suggested that Carol Olson work with John Pohlman to resolve how the awards are treated if there is no work and what impact that it has.

**Motion: Max Laird made a motion that the Executive Director (Jim Hirsch) be directed to pursue the relationship between TANF recipients and AmeriCorps volunteers and report back to the Commission at their next meeting. Leo Cummings seconded the motion. Motion carried.**

### **AmeriCorps Project Updates**

#### North Dakota Council on Abused Women's Services

Cheryll McDowall stated that after waiting 4-5 months for grant approval, the grant contract has been signed and finalized. The North Dakota Council on Abused Women's Services currently has 8 half-time AmeriCorps members.

#### Red River Basin Watershed Institute

The Red River Basin Watershed Institute has also received a finalized contract with 4 full-time members. This project will focus on environmental improvements.

The contracts are for 1 full year beginning on June 15, 2004, and ending on June 14, 2005.

Al Lukes then proceeded with member introductions around the room.

### **Unified State Strategic Plan Update**

Jim Hirsch informed members that Tara Holt has begun coordination of the Unified State Strategic Plan. An electronic survey has been sent out to over 4,000 organizations through the use of NDinfo.org. The Unified State Strategic Plan project will involve town-hall meetings throughout Summer 2004 and the Plan should be completed by August 2004.

Deb Schiefelbein suggested that for future surveys, the category "Public Safety" should be placed in Section One: Building Stronger Communities.

Jim Hirsch mentioned that if anyone else has any other suggestions to add to the survey, they should let him know.

## **Cooperstown & Youthworks Concerns**

Melanie Heitkamp spoke on behalf of Cooperstown and Youthworks regarding their federally required monthly reports. Projects are asking the State Commission to simplify reporting requirements by the use of quarterly reports rather than monthly reports. They also ask that the State Commission staff do not duplicate efforts (such as WBRS reports and State Commission progress reports).

Jim Hirsch explained that the monthly progress reports are intended to give the State Commission more updated and accurate information towards completing projected goals.

**Motion: Dave Massey made a motion for the State Commission staff to more thoroughly evaluate the purpose of having the Grantees submit monthly reports vs. quarterly reports. Rosella Grant seconded the motion.**

Before the motion carries, Max Laird made an amended motion.

**Amended Motion: Max Laird made an amended motion that the State Commission staff be directed to take affirmative action to resolve these issues in a manner that is acceptable for both the Grantees and the State Commission staff and report back to the State Commission at its earliest convenience.**

Sharon Buhr concurred with Max Laird's comments and believes quarterly reports would be satisfactory.

Dave Massey agreed to accept the newly amended motion and use Max Laird's language instead.

**Motion carried.**

Next, Bonnie Palacek from the North Dakota Council on Abused Women's Services expressed her thanks for the Commission's consideration of revising the monthly reporting requirements.

Doug Herzog expressed his concerns over issues with entering information into e-Grants and the reporting requirements involved with e-Grants.

## **Learn & Serve Update**

Dale Patrick from the Department of Public Instruction discussed his role as the new Program Director of the Learn & Serve program since Spring 2004. Dale Patrick has contacted congressional delegation regarding the negotiations currently happening with the \$47,000 federal grant which North Dakota has received.

## **CNCS Project Update**

John Pohlman stated that to date, South Dakota still does not have a State Commission due to lack of funding. John Pohlman also attended a conference in Washington, DC in

June 2004 whereby David Eisner (CEO of the Corporation for National & Community Service) addressed some issues regarding the problems with e-Grants and the lack of AmeriCorps funding.

John Pohlman believes that the Cross-Stream Training Event held in Bismarck, North Dakota in June 2004 received very positive feedback. The conference focused on homeland security, emergency management, and awareness about the State Commission's purpose and goals.

### **Grants Committee Report & Recommendations**

Dave Massey mentioned that the Grants Committee met on June 11, 2004. The Grants Committee recommends to the State Commission based on the peer review ranking that the Commission should continue to fund the following programs:

- 1. Cooperstown Community Activities Authority**
- 2. Youthworks**
- 3. ND Council on Abused Women's Services**
- 4. Tri-College Red River Basin Watershed Institute**

And to recommend funding for the following 2 new projects:

- 1. Western Wellness**
- 2. AmeriCorps in Minot (offering them \$100,000)**

Cheryll McDowall and Dave Massey explained the objectives of the 2 new projects being recommended for funding.

**Motion: Dave Massey moved that the Commission approve the Grants Committee's recommendation for funding as presented. Rosella Grant seconded the motion. Motion carried.**

**Motion: Max Laird made a motion that the State Commission staff be asked to develop a policy on sustainability and national competitive grant applications for 5th & 6<sup>th</sup> year grantees with some flexibility on sustainability on year 4 funding. Dave Massey seconded the motion. Motion carried.**

--- LUNCH ---

### **State Commission Promotional CD**

A promotional CD Rom developed for the State Commission on National & Community Service/North Dakota Workforce Development Council was presented to members. The CD Rom was produced by KAT Productions and is a marketing piece to provide awareness of the State Commission to businesses, communities, and individuals

throughout the State of North Dakota. The CD Rom will be available shortly for distribution.

## **Old Business**

### State Commission Branding Name

After taking an online State Commission vote on the branding name and discussing several comments at today's meeting, members believe that the State Commission should table the branding name issue until successive meetings.

**Motion: Cathi Christopherson made a motion to table the branding name for the time being. Donna Thigpen seconded the motion. Max Laird voted nay on the motion. The motion carries by a majority vote.**

## **New Business**

Jim Hirsch outlined some specifics of the 2 new policies for members as well as the Grievance Procedure.

### Policy 1-11-04 (0) Findings, Resolutions & Debt Management

Al Lukes asked for a motion to adopt the Findings, Resolutions & Debt Management policy with the addition in line 1 under "Appeals" that the Request for Hearing Process must first go through the Executive Committee's review before going to the Administrative Hearings Officer.

**Motion: Max Laird made a motion to approve the policy pending review by the Commission Chair relative to an addition of a step in the appeals process with the inclusion of the Executive Committee. Donna Thigpen seconded the motion. Motion carried.**

### Policy 1-12-04 (0) AmeriCorps Member Term Limits

Al Lukes asked for a motion to adopt the AmeriCorps Member Term Limits policy.

**Motion: Max Laird made a motion to approve the policy. Cathi Christopherson seconded the motion. Motion carried.**

### Grievance Procedure

**Motion: Max Laird made a motion to approve the procedure with the insertion of an Executive Committee process approximately between items 3 & 4 on page 3 of the Grievance Procedure. Cathi Christopherson seconded the motion. Motion carried.**

## **NDinfo.org**

Roxanne Bossert and Jim Wells informed members about an online service directory for the State of North Dakota for schools, churches, city and state government, etc... Some components of the service include member services, a library, transportation services, placement, a community calendar of events, and keyword searches. The database consists of about 4500 organizations and is free to members to access all types of information.

Roxanne Bossert and Jim Wells used the internet site in a presentation format and showed members how to navigate around the site and link to several other pieces of useful information. Individuals can register on the site and have access with a username and password.

NDinfo.org recently conducted a "Community Service Needs Assessment" survey for the State Commission with a good sample of responses reported. The results were compiled by Cybercites on an in-kind basis and NDinfo.org only charged the State Commission \$150.00 to support the data gathering and analysis of the survey.

The Transportation Module, which is the newest piece on the site, should be up and running within the next 2 weeks. NDinfo.org welcomes member input. What would be especially helpful would be to have members spread the word and provide NDinfo.org with individual names for speaking engagements so that they can give others around the State a presentation on the benefits of using this service and to develop new contacts along the way. A preferred group would be tribal officials within the State.

The online service also contains a grants reporting component which helps reduce the grant reporting time to compute quarterly or semi-monthly results.

NDinfo.org is about cooperating/collaborating and sharing information among organizations. Future plans for the online service directory include the issues of:

- Emergencies
- Emergency Services
- Homeland Security
- Volunteerism
- Volunteer Bank

## **Commission Planning & Discussion**

None.

**Adjournment:** Al Lukes asks for a motion to adjourn the meeting.










**Motion: Rosella Grant made a motion to adjourn the meeting. Dr. David Gipp seconded the motion. Motion carried.**

The meeting was adjourned.

## **Next Meeting:**

The next meeting of the State Commission on National and Community Service will be held on September 8, 2004, in Bismarck, North Dakota.

## **Action Plans:**

-  **Jim Hirsch to pursue the relationship between TANF recipients and AmeriCorps volunteers and report back to the Commission at their next meeting.**
-  **For future community surveys, the category “Public Safety” should be placed in Section One: Building Stronger Communities.**
-  **If members have any other suggestions to add to the community survey, please get them to Jim Hirsch.**
-  **State Commission staff to take affirmative action to resolve monthly vs. quarterly reporting issues in a manner that is acceptable for both the Grantees and the State Commission staff and report back to the State Commission at its earliest convenience.**
-  **State Commission staff to develop a policy on sustainability and national competitive grant applications for 5<sup>th</sup> & 6<sup>th</sup> year grantees with some flexibility on sustainability on year 4 funding.**
-  **Jill Splonskowski will distribute the State Commission CD-Rom to members.**
-  **Update the Findings, Resolutions, & Debt Management policy to include a review by the Executive Committee under the appeals process.**
-  **Update the Grievance Procedure by inserting an Executive Committee process between items 3 & 4 on page 3.**
-  **Members to provide NDinfo.org with input and referrals if possible.**